SP 200

Operating Instructions

User Guide

For safe and correct use, be sure to read "Safety Information" before using the machine.

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1. Guide to the Machine

How to Read This Manual

Introduction

This manual contains detailed instructions and notes on the operation and use of this machine. For your safety and benefit, read this manual carefully before using the machine. Keep this manual in a handy place for quick reference.

Legal Prohibition

Do not copy or print any item for which reproduction is prohibited by law.

Copying or printing the following items is generally prohibited by local law:

bank notes, revenue stamps, bonds, stock certificates, bank drafts, checks, passports, driver's licenses.

The preceding list is meant as a guide only and is not inclusive. We assume no responsibility for its completeness or accuracy. If you have any questions concerning the legality of copying or printing certain items, consult with your legal advisor.

Disclaimer

Contents of this manual are subject to change without prior notice.

To the maximum extent permitted by applicable laws, in no event will the manufacturer be liable for any damages whatsoever arising out of failures of this machine, losses of the registered data, or the use of this product and operation manuals provided with it.

Make sure that you always copy or have backups of the data registered in this machine. Documents or data might be erased due to your operational errors or malfunctions of the machine.

In no event will the manufacturer be responsible for any documents created by you using this machine or any results from the data executed by you.

For good output quality, the manufacturer recommends that you use genuine toner from the manufacturer.

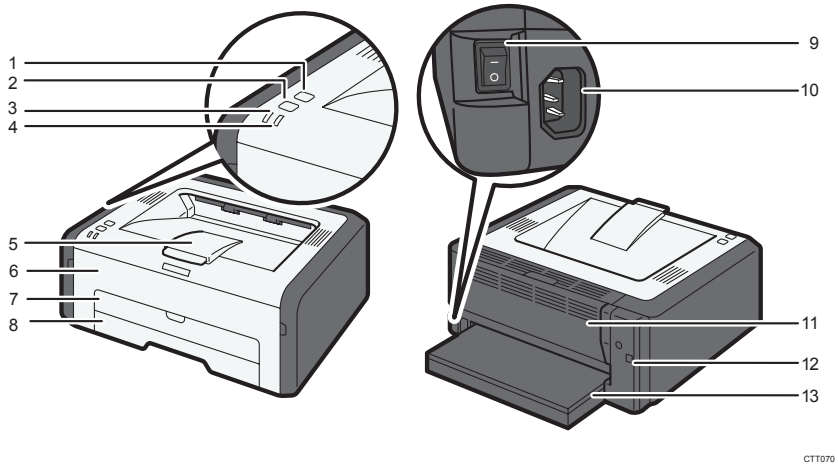
Two kinds of size notation are employed in this manual.

Some illustrations or explanations in this guide may differ from your product due to improvement or change in the product.

Guide to Components

This section introduces the names of the various parts on the front and rear side of the machine and outlines their functions.

Exterior



1. **[作业重设] key**

   Press this key to cancel an ongoing print job.

2. **[启动] key**

   Press this key to print a test page. You can also use this key to print on the back of paper in duplex printing and to execute forced printing.

3. **Power Indicator**

   This indicator lights up blue when the machine is turned on. It flashes when a print job is received and while printing is in progress.

4. **Alert Indicator**

   This indicator lights up red when the machine runs out of paper or consumables, when the paper settings do not match the settings specified by the driver, or when other errors occur.

5. **Stop Fences**

   Raise this fence to prevent paper from falling off.

6. **Front Cover**

   Lift up this cover to replace consumables or clear a paper jam.

7. **Bypass Tray**

   This tray can hold one sheet of plain paper.

8. **Tray 1**

   This tray can hold up to 150 sheets of plain paper.

9. **Power Switch**

   Use this switch to turn the power on or off.

10. **Power Connector**

    Connect the power cord to the machine here. Insert the other end of the cable into a nearby wall outlet.

11. **Rear Cover**

    Open this cover to deliver sheets face up or remove jammed paper.

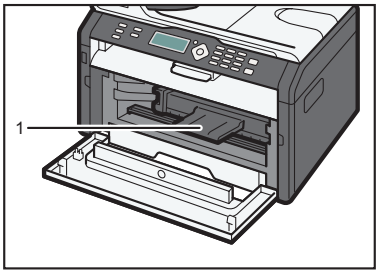
12. **USB Port**

    Use this port to connect the machine to a computer using a USB cable.

13. **Tray Cover**

    Attach this cover when you extend the tray.

Interior



1. **Print Cartridge**

   A replacement consumable that is required to make prints on paper. It needs to be replaced after approximately every 2600 pages printed. For details about replacing the cartridge, see p.27 "Replacing the Print Cartridge".

Installing the Driver and Software

You can install the necessary driver for this machine using the included CD-ROM.

The operating systems compatible with the drivers and software for this machine are: Windows XP/ Vista/7 and Windows Server 2003/2003 R2/2008/2008 R2.

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Important

- **Be sure to disconnect the USB cable from the machine and turn the machine off before beginning the installation.**

Quick Install for USB

Use Quick Install to install the printer driver, and Smart Organizing Monitor from the CD-ROM.

1. **Close all applications except this manual.**
2. **Insert the CD-ROM into the CD-ROM drive.**
3. **Select a language for the interface, and then click [OK].**
4. **From the CD-ROM menu, click [USB Quick Install].**
5. **Follow the instructions in the installation wizard.**

Upgrading or Deleting the Printer Driver

Upgrading the printer driver

1. **On the [Start] menu, click [Devices and Printers].**
2. **Right-click the icon of the printer model you want to modify, and then click [Printer properties].**
3. **Click the [Advanced] tab.**
4. **Click [New Driver...], and then click [Next].**
5. **Click [Have Disk...].**
6. **Click [Browse...], and then select the printer driver location.**
7. **Click [OK], and then specify the printer model.**
8. **Click [Next].**
9. **Click [Finish].**

10. Click [OK] to close the printer properties window.
11. Restart the computer.

Deleting the printer driver

1. On the [Start] menu, click [Devices and Printers].
2. Right-click the icon of the printer you want to delete, and then click [Remove device].
3. Click [Yes].
4. Click any printer icon, and then click [Print server properties].
5. Click the [Drivers] tab.
6. Click [Change Driver Settings] if it is displayed.
7. Click [Remove...].
8. Select [Remove driver and driver package.], and then click [OK].
9. Click [Yes].
10. Click [Delete].
11. Click [OK].
12. Click [Close] to close the print server properties window.

What is Smart Organizing Monitor?

Install this utility on your computer from the included CD-ROM before using it.

Smart Organizing Monitor provides the following functions:

- Displays the status of the machine

  Displays paper jam messages and other error messages.
- Paper size and type settings

  Displays the settings for paper sizes or types available on this machine.
- Print test and configuration pages

  Prints List/Report to check the list of settings for this machine and other information.
- Modify the system settings

  Use to change custom paper size settings and other settings on this machine.
- Modify the printer settings

  Use to change this machine's print settings such as [Error Skip:] and [I/O Time Out:].

For details about basic instructions on how to use Smart Organizing Monitor, see p.23 "Configuring the Machine Using Smart Organizing Monitor".

2. Loading Paper

Supported Paper

Paper Size

- A4
- $8^1/_2$" × 11 " (Letter)
- $8^1/_2$" × 14 " (Legal)
- B5 JIS
- $5^1/_2$" × $8^1/_2$" (Half Letter)
- $7^1/_4$" × $10^1/_2$" (Executive)
- A5
- A6
- B6 JIS
- 16K (197 × 273 mm)
- 16K (195 × 270 mm)
- 16K (184 × 260 mm)
- Custom Paper Size

  The following paper sizes are supported as custom paper sizes:

  - Width

    Tray1: Approximately 100-216 mm (3.9-8.5 inches)

    Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Length

    Approximately 148-356 mm (5.8-14 inches)

Paper Type

- Plain Paper (65-104 g/m^2 (20-24 lb.))
- Recycled Paper (65-104 g/m^2 (20-24 lb.))
- Thin Paper (52-64 g/m^2 (14-16 lb.))
- Thick Paper (105 g/m^2 (28 lb.))

Paper Capacity

- Tray1

  150 sheets

  (70 g/m^2, 19 lb.)

- Bypass Tray
  1 sheets
  (70 g/m^2, 19 lb.)

Non-Recommended Paper Types

Do not use the following types of paper:

- Ink-jet printer paper
- GelJet special paper
- Bent, folded, or creased paper
- Curled or twisted paper
- Wrinkled paper
- Damp paper
- Dirty or damaged paper
- Paper that is dry enough to emit static electricity
- Paper that has already been printed onto, except a preprinted letterhead paper.

  Malfunctions are especially likely when using paper printed on by other than a laser printer (e.g.monochrome and color copiers, ink-jet printers, etc.)
- Special paper, such as thermal paper and carbon paper
- Paper weighing heavier or lighter than the limit
- Paper with windows, holes, perforations, cutouts, or embossing
- Adhesive label paper on which glue or base paper is exposed
- Paper with clips or staples

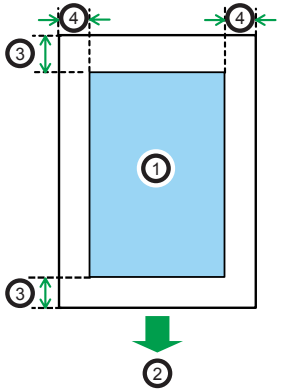
Note

- When loading paper, take care not to touch the surface of the paper.
- Even if paper is adequate for the machine, poorly stored paper can cause paper misfeeds, print quality degradation, or malfunctions.

Print Area

The diagram below shows the area of the paper that the machine can print on.

From the printer driver



CHZ904

1. **Print area**
2. **Feed direction**
3. **Approx. 4.2 mm (0.2 inches)**
4. **Approx. 4.2 mm (0.2 inches)**

Note

- The print area may vary depending on the paper size and printer driver settings.

Loading Paper

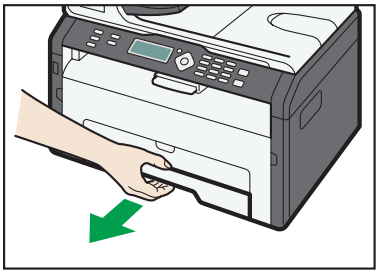
Load a stack of paper for printing in the input tray.

Important

- When loading paper, be sure to configure the paper size and paper type for the bypass tray and Tray 1. When printing a document, specify the paper size, paper type and select the paper tray in the printer driver so that the settings configured when paper is loaded can be used for printing.
- If you print test pages when the bypass tray is loaded, the paper in the bypass tray is fed first.
- Do not load paper in the bypass tray when the machine is warming up.

Loading Paper into Tray 1

1. Pull Tray 1 out slowly, and then remove it using both hands.



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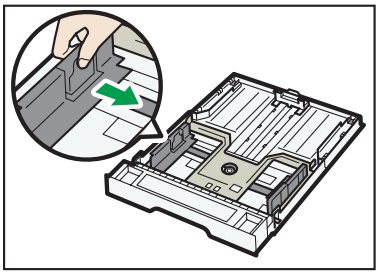
Place the tray on a flat surface.

2. Pinch the clip on the side paper guide and slide it to match the standard size.



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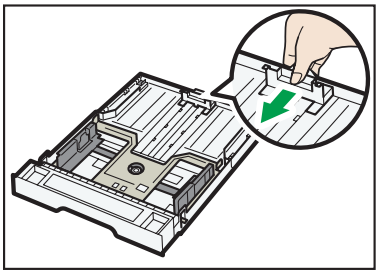
3. **Pinch the end paper guide and slide it inward to match the standard size.**



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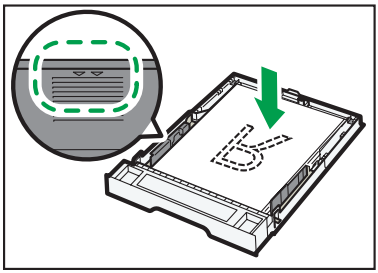
4. **Fan the paper before loading it in the tray.**
5. **Load the new paper stack print side down.**

   Make sure paper is not stacked higher than the upper limit marked inside the tray.



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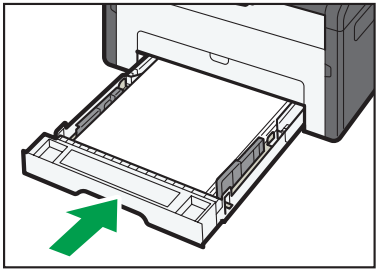
6. **Carefully push Tray 1 straight into the machine.**



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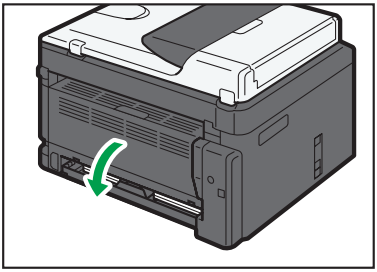
   To avoid paper jams, make sure the tray is securely inserted.

To deliver the sheets face up, open the rear cover.



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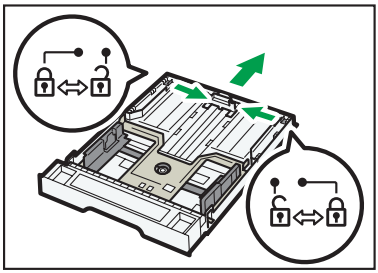
Extending Tray 1 to load paper

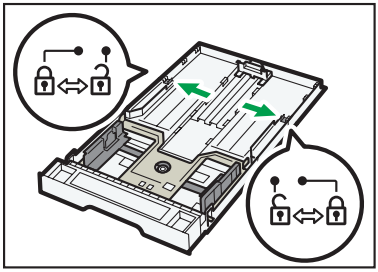
1. **Pull Tray 1 out slowly, and then remove it using both hands.**
2. **Release the extender locks on both sides of the tray, and then pull out the extender until it clicks.**



CTT077

Make sure the extender's inner surface and the scale are aligned.

3. **Lock the extender in the extended position.**



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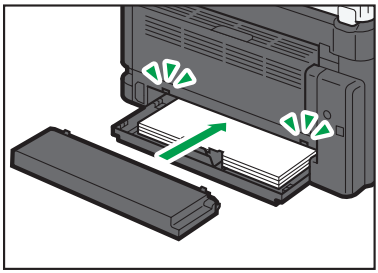
4. **Follow Steps 2 to 6 in "Loading Paper into Tray 1".**

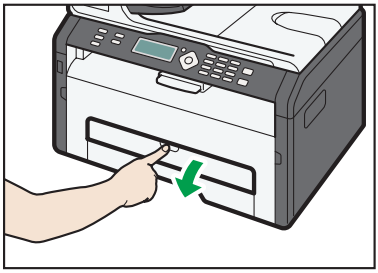
5. Attach the tray cover.



CTT095

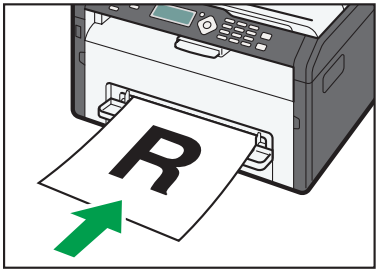
Loading Paper into Bypass Tray

1. Open the bypass tray.



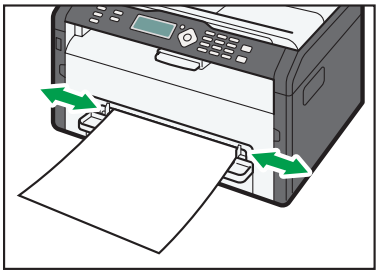
CTT063

2. Slide the side guides outward, then load paper with the print side up, and push in until it stops against the machine.



CTT032

3. Adjust the side guides to the paper width.



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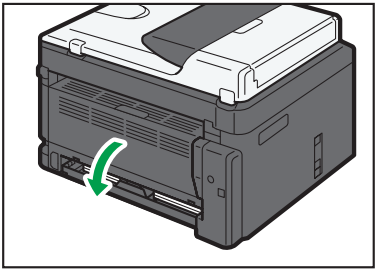
To deliver the sheets face up, open the rear cover.



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Specifying Paper Type and Paper Size Using Smart Organizing Monitor

The procedure in this section is an example based on Windows 7. The actual procedure may vary depending on the operating system you are using.

Specifying the paper type and paper size

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [Status] tab, click [Change...].
7. Select the paper type and paper size, and then click [OK].

8. Click [Close].

Changing the custom paper size

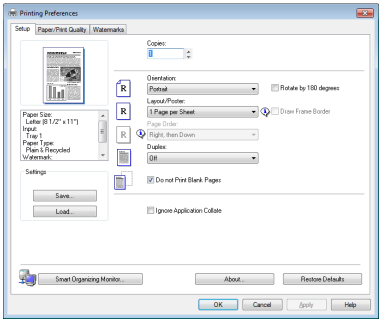
1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].
7. On the [System] tab, select [mm] or [inch] in the [Measurement Unit:] list.
8. In the [Horizontal: (100 to 216 mm)] box, enter the width.
9. In the [Vertical: (148 to 356 mm)] box, enter the length.
10. Click [OK].
11. Click [Close].

3. Printing Documents

Basic Operation

Use the printer driver to print a document from your computer.

1. **After creating a document, open the [Printing Preferences] dialog box in the document's native application.**



2. **Change any print settings if necessary.**

   The following print settings can be specified using the printer driver:

   - Printing multiple pages on a sheet
   - Splitting a single page across multiple sheets
   - Printing on both sides of sheets
   - Not having blank pages printed
   - Having prints sorted
   - Saving printer driver settings as a file
   - Recalling and deleting saved printer properties settings
   - Printing on a custom size paper
   - Printing a large paper size document on smaller size paper
   - Reducing and enlarging a document size
   - Changing the print resolution
   - Saving on toner when printing
   - Changing the dithering pattern
   - Having text stamped on prints

   For details about each setting items, click [Help].

3. When setting changes are completed, click [OK].
4. Print the document using the print function in the document's native application.

Note

- If a paper jam occurs, printing stops halfway. Open the front cover, remove the print cartridge, and then remove the jammed paper. If the paper cannot be removed in this way, remove it by opening the fusing cover. Printing will resume automatically once the cover is closed.

Printing on Both Sides of Sheets

Important

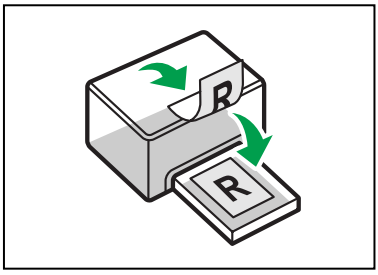
- This function cannot be available with the bypass tray.

1. After creating a document, open the [Printing Preferences] dialog box in the document's native application.
2. On the [Setup] tab, in the [Duplex:] list box, select how you want to open the bound output.
3. After making any additional settings, click [OK].
4. Start printing.

   The machine prints only the one sides of pages first, and then displays on Smart Organizing Monitor screen a message to reload the outputs turned over.
5. Take out all of the prints from the output tray and place them in Tray 1.

   To print on the reverse side of the prints, turn them over so that the blank side faces down and place them in Tray 1.

   Portrait



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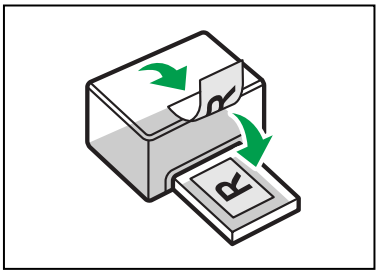
Landscape



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6. **Press the [启动] key.**

Note

- If the rear cover is open, the paper is delivered from the rear cover. When delivering the paper from the rear cover, the paper is delivered face up. Rearrange the printed sheets in the correct order.

Canceling a Print Job

You can cancel print jobs using either the machine's control panel or your computer, depending on the status of the job.

Canceling a print job before printing has started

1. **Double-click the printer icon on the task tray of your computer.**
2. **Select the print job you want to cancel, click the [Document] menu, and then click [Cancel].**

Note

- If you cancel a print job that has already been processed, printing may continue for a few pages before being canceled.
- It may take a while to cancel a large print job.

Canceling a print job while printing

1. **Press the [作业重设] key.**

4. Configuring the Machine Using Smart Organizing Monitor

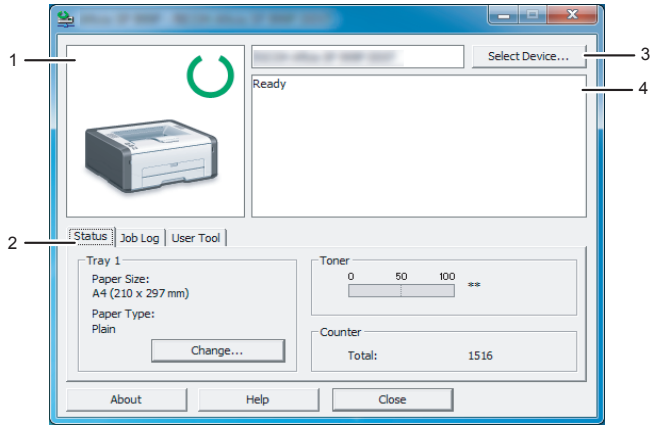
Checking the System Information

The state and status information of the machine can be checked using Smart Organizing Monitor.

Important

- **To use Smart Organizing Monitor, install the printer driver.**

Checking the Status Information



CTT016

1. **Image area**

   Displays the status of this machine with an icon.

2. **Status area**

   - Paper Size

     Displays the paper size configured on the machine.

   - Paper Type

     Displays the paper type configured on the machine.

   - Toner

     "***" is always displayed because the machine does not monitor the toner level.

- Counter

  Displays the number of pages that have been printed by the machine.

3. **Select Device area**

   Displays the name of the selected model.

4. **Message area**

   Displays the status of this machine with a message.

   For details about error messages, see p.42 "Error and Status Messages Appear on the Smart Organizing Monitor".

Printing the Configuration Page

1. **On the [Start] menu, click [All Programs].**
2. **Click [Smart Organizing Monitor for SP xxx Series].**
3. **Click [Smart Organizing Monitor for SP xxx Series Status].**
4. **If the machine you are using is not selected, click [Select Device...], and then select the machine's model.**
5. **Click [OK].**
6. **On the [User Tool] tab, select [Configuration Page] in the [List / Test:] list.**
7. **Click [Print].**

Configuring the Machine Settings

Smart Organizing Monitor is used to modify the machine's settings.

1. **On the [Start] menu, click [All Programs].**
2. **Click [Smart Organizing Monitor for SP xxx Series].**
3. **Click [Smart Organizing Monitor for SP xxx Series Status].**
4. **If the machine you are using is not selected, click [Select Device...], and then select the machine's model.**
5. **Click [OK].**
6. **On the [User Tool] tab, click [Printer Configuration].**
7. **Change the settings if necessary.**
8. **Click [OK].**
9. **Click [Close].**

Tab Settings

This section provides a tab-by-tab overview of the machine settings that can be modified using Smart Organizing Monitor. For more information on each setting item, see the Smart Organizing Monitor Help.

System tab

- Register custom paper sizes.
- Adjust the printing position or density to improve the printing quality when printed results are not satisfactory.
- Enable or disable Energy Saver Mode, and specify the amount of time that will elapse before switching to it.
- Update the machine firmware.

Printer tab

- Configure how the machine behaves when its paper type settings do not match those of the printer driver.
- Specify the period of time the machine waits if it fails to receive a print job.

Updating the Firmware

Important

- In no event shall the company be held liable to customers for damages of any kind resulting from use or loss of use of this software.
- The company shall also not be held liable for any disputes between the customer and third parties resulting from any use or loss of use of this software.
- To make sure that a firmware update has successfully completed, print the configuration page before and after the update.
- Make sure to never disconnect the USB cable during a firmware update.
- Disconnect any unnecessary cables from the machine when running a firmware update.
- If necessary, modify power management settings on your computer in advance so that the computer will not enter standby or sleep mode during a firmware update.
- Download the firmware from the manufacturer's Web site.

To update the firmware, use the Smart Organizing Monitor from Windows.

1. On the [Start] menu, click [All Programs].
2. Click [Smart Organizing Monitor for SP xxx Series].
3. Click [Smart Organizing Monitor for SP xxx Series Status].
4. If the machine you are using is not selected, click [Select Device...], and then select the machine's model.
5. Click [OK].
6. On the [User Tool] tab, click [Printer Configuration].
7. On the [System] tab, click [Printer Firmware Update...].
8. Click [OK].
9. Specify the location of the DWN file, and then click [Open].
10. After a message is displayed on the Smart Organizing Monitor to indicate that the firmware update has completed, turn the machine's power Off and then On again.

5. Maintaining the Machine

Replacing the Print Cartridge

Important

- This machine does not monitor the remaining toner level, and no message will be displayed to prompt the user to replace the print cartridge if the machine runs out of toner. Replace the print cartridge if the printed image suddenly becomes pale or blurred.
- The print cartridge of this machine is equipped with a waste toner bottle. The print cartridge must be replaced if the toner runs out or the waste toner bottle becomes full.
- Store print cartridges in a cool dark place.
- Actual printable numbers vary depending on image volume and density, number of pages printed at a time, paper type and size, and environmental conditions such as temperature and humidity. Toner quality degrades over time.
- For good print quality, the manufacturer recommends that you use genuine toner from the manufacturer.
- The manufacturer shall not be responsible for any damage or expense that might result from the use of parts other than genuine parts from the manufacturer with your office products.

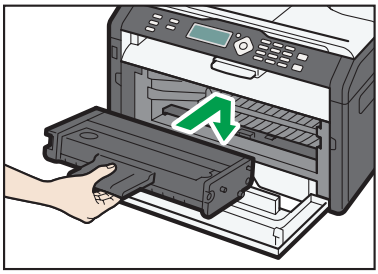
1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.

CTT045

3. Take the new print cartridge out of the box, and then take it out of the plastic bag.
4. Hold the print cartridge and shake it from side to side five or six times.

   Shake the print cartridge horizontally in the direction shown in this illustration. The first few printed pages may appear blurred or smeared if the cartridge has not been shaken properly.

5. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



CTT048

6. Carefully push up the front cover until it closes.

Cautions When Cleaning

Clean the machine periodically to maintain high print quality.

Dry wipe the exterior with a soft cloth. If dry wiping is not sufficient, wipe with a soft, damp cloth that has been wrung out thoroughly. If you still cannot remove the stain or grime, use a neutral detergent, wipe over the area with a thoroughly-wrung damp cloth, and then dry wipe the area and allow it to dry.

Important

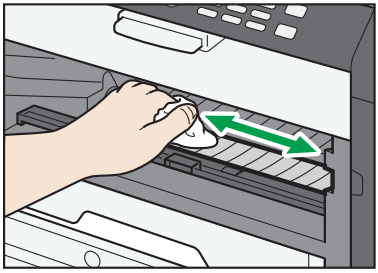
- **To avoid deformation, discoloration, or cracking, do not use volatile chemicals, such as benzine and thinner, or spray insecticide on the machine.**
- **If there is dust or grime inside the machine, wipe with a clean, dry cloth.**
- **You must disconnect the plug from the wall outlet at least once a year. Clean away any dust and grime from the plug and outlet before reconnecting. Accumulated dust and grime pose a fire hazard.**
- **Do not allow paper clips, staples, or other small objects to fall inside the machine.**

Cleaning the Inside of the Machine

1. Open the front cover, and then carefully lower it.
2. Carefully pull out the print cartridge horizontally, holding its center.

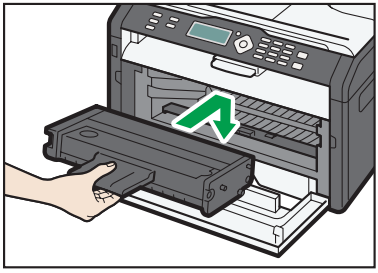
CTT045

3. Using a cloth, wipe the inside of the machine.



CTT047

4. Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.



CTT048

5. Carefully push up the front cover until it closes.

6. Troubleshooting

Common Problems

This section describes how to troubleshoot common problems that may occur while operating the machine.

Problem	Possible cause	Solution
The machine does not turn on.	The power cord is not connected properly.	• Make sure that the power plug is firmly inserted into the wall outlet. • Make sure that the wall outlet is not defective by connecting another working device.
Pages are not printed.	The USB cable is not connected correctly.	Reconnect the USB cable.
Strange noise is heard.	The consumable is not properly installed.	Check that the consumable is properly installed.

Note

- If any of these problems persist, turn off the power, pull out the power cord, and contact your sales or service representative.

Paper Feed Problems

If the machine is operating but paper will not feed or paper jams occur frequently, check the condition of the machine and paper.

Problem	Solution
Paper does not feed smoothly.	• Use supported types of paper. See p.9 "Supported Paper". • Load paper correctly, making sure that the paper guides are properly adjusted. See p.13 "Loading Paper". • If the paper is curled, straighten the paper. • Take out the paper from tray and fan it well. Then, reverse the top and bottom of the paper, and put it in the tray.
Paper jams occur frequently.	• If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps. • Avoid printing on both sides of paper when printing images that contain large areas of solid color, which consume a lot of toner. • Use supported types of paper. See p.9 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide.
Multiple sheets of paper are fed at one time.	• Fan the paper well before loading. Also make sure that the edges are even by tapping the stack on a flat surface such as a desk. • Make sure that the paper guides are in the right position. • Use supported types of paper. See p.9 "Supported Paper". • Load paper only as high as the upper limit markings on the paper guide. • Check that paper was not added while there was still some left in the tray. Only add paper when there is none left in the tray.

Problem	Solution
Paper gets wrinkles.	• Paper is damp. Use paper that has been stored properly. • Paper is too thin. See p.9 "Supported Paper". • If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.
The printed paper is curled.	• Load the paper upside down in the input tray. • Paper is damp. Use paper that has been stored properly.
Images are printed diagonally to the pages. CER091	If there are gaps between the paper and the paper guides, adjust the paper guides to remove the gaps.

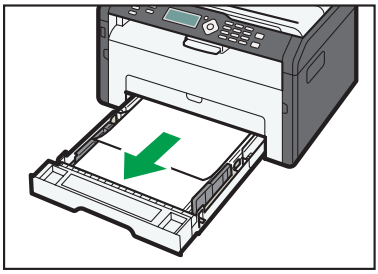
Removing Printing Jams

Important

- **Jammed paper may be covered in toner. Be careful not to get toner on your hands or clothes.**
- **Toner on prints made immediately after clearing a paper jam may be insufficiently fused and can smudge. Make test prints until smudges no longer appear.**
- **Do not forcefully remove jammed paper, as it may tear. Torn pieces remaining inside the machine will cause further jams and possibly damage the machine.**
- **Paper jams can cause pages to be lost. Check your print job for missing pages and reprint any pages that did not print out.**

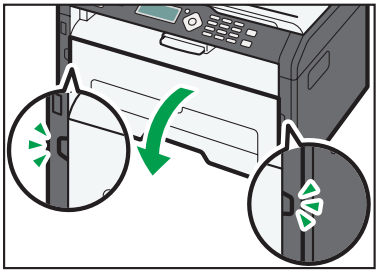
Removing Jammed Paper from Tray 1

1. **Pull Tray 1 halfway out, and check for jammed paper. If there is jammed paper, remove it carefully.**



CTT030

2. **Carefully slide Tray 1 back in until it stops.**
3. **Open the front cover, and then carefully lower it.**



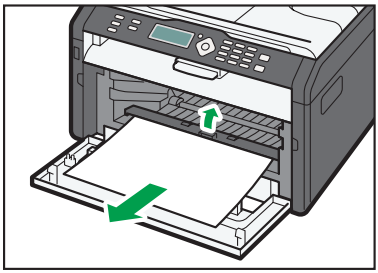
CTT054

4. **Carefully pull out the print cartridge horizontally, holding its center.**

CTT045

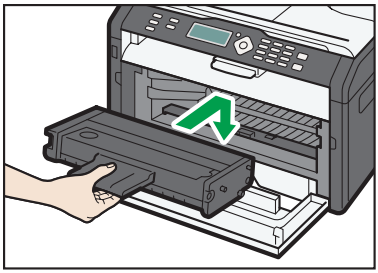
- Do not shake the removed print cartridge. Doing so can cause remaining toner to leak.
- Place the print cartridge on paper or similar material to avoid dirtying your workspace.

5. **Lifting the guide plate, remove the jammed paper carefully.**



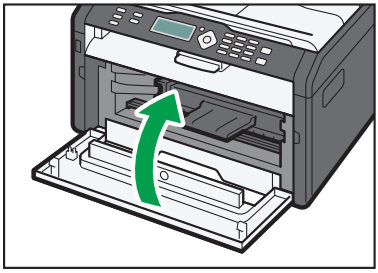
CTT046

6. **Slide the print cartridge in horizontally, and then slowly push it in all the way. Finally, push the cartridge down until it clicks into place.**



CTT048

7. **Carefully push up the front cover until it closes.**



CTT055

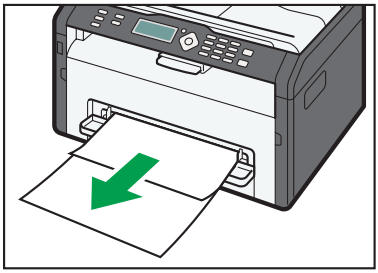
If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

Removing Jammed Paper from the Bypass Tray

Important

- **Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.**

1. **If paper is jammed in the bypass tray input area, remove the jammed paper carefully.**



CTT034

2. **Close the bypass tray.**
3. **Follow Steps 3 to 7 in "Removing Jammed Paper from Tray 1".**

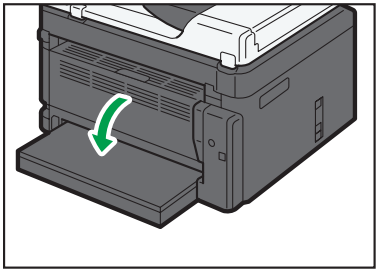
   If the error display continues to appear, perform the procedure described in "Opening the Rear Cover to Remove Jammed Paper".

Opening the Rear Cover to Remove Jammed Paper

Important

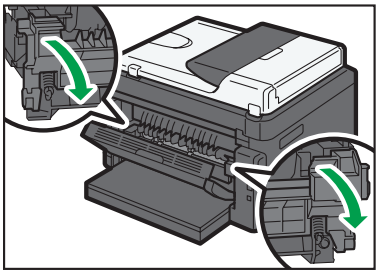
- **Since the temperature around the guide is high, wait for it to cool before checking for jammed paper.**

1. **Open the rear cover.**



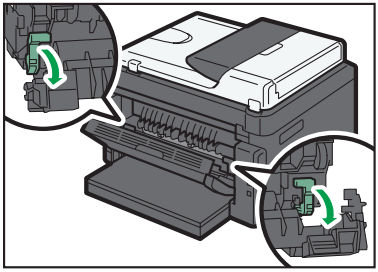
CTT041

2. Open the fusing cover.



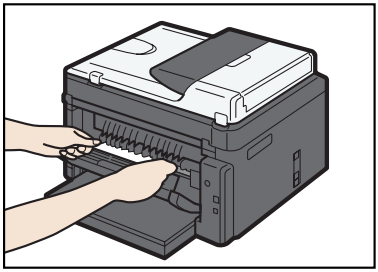
CTT079

3. Push the levers on the sides down with your thumbs.



CTT080

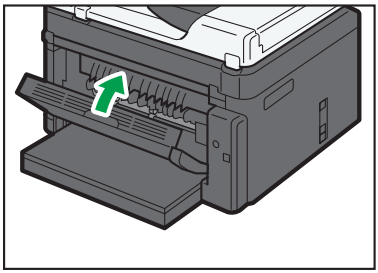
4. Remove the jammed paper carefully.



CTT066

5. Push the levers on the sides up with your thumbs.
6. Close the fusing cover.

7. **Close the rear cover.**



CTT044

Print Quality Problems

Checking the Condition of the Machine

If there is a problem with the quality of printing, first check the condition of the machine.

Possible Cause	Solution
There is a problem with the machine's location.	Make sure that the machine is on a level surface. Place the machine where it will not be subject to vibration or shock.
Unsupported types of paper is used.	Make sure that the paper being used is supported by the machine. See p.9 "Supported Paper".
The paper type setting is incorrect.	Make sure that the paper type setting of the printer driver matches the type of paper loaded. See p.9 "Supported Paper".
A non-genuine print cartridges is being used.	Non-genuine print cartridges reduce print quality and can cause malfunctions. Use genuine print cartridges only. See p. 45 "Consumables".
An old print cartridges is being used.	Print cartridges should be opened before their expiration date and used within six months of being opened.
The machine is dirty.	See p.27 "Maintaining the Machine", and clean the machine as required.

Printer Problems

Problem	Solution
An error occurs.	If an error occurs when printing, change the computer or printer driver settings. • Check the printer icon name does not exceed 32 alphanumeric characters. If it does, shorten it. • Check whether other applications are operating. Close any other applications, as they may be interfering with printing. If the problem is not resolved, close unneeded processes too. • Check that the latest printer driver is being used.
A print job is canceled.	• Set I/O Timeout to a larger value than the current settings.
There is considerable delay between the print start command and actual printing.	• Processing time depends on data volume. High volume data, such as graphics-heavy documents, take longer to process. Wait for a while. • To speed up printing, reduce the printing resolution using the printer driver.
The whole printout is blurred.	• Paper is damp. Use paper that has been stored properly. See p.9 "Supported Paper". • If you enable [Toner Save:], printing is generally less dense. • Condensation may have collected. If rapid change in temperature or humidity occurs, use this machine only after it has acclimatized.
Cannot print properly when using a certain application, or cannot print image data properly. Some characters are printed faintly or not printed.	• Change the print quality settings.

Print Positions Do Not Match Display Positions

If the position of items on the printed page differs from the position displayed on the computer screen, the cause may be one of the following.

Possible Cause	Solution
Page layout settings are not configured properly.	Check that the page layout settings are properly configured in the application.
The paper size setting does not match the paper loaded.	Check whether the paper size specified on the printer driver matches that of the loaded paper.

Error and Status Messages Appear on the Smart Organizing Monitor

Message	Causes	Solutions
Printer Power Off (Communication Error)	• The power cable of the machine is not plugged in. • The power of the machine is not turned ON. • The USB cable is not connected.	• Check the printer power cord. • Check the printer power switch is on. • Check the USB cable is properly connected.
Out of Paper: Tray 1	Tray 1 has run out of paper.	Load paper into Tray 1. See p.13 "Loading Paper".
Out of Paper: Bypass Tray	The bypass tray has run out of paper.	Load paper into the bypass tray. See p.13 "Loading Paper".
Misfeed: Inner/ Outer	A paper jam has occurred in the machine.	Remove the jammed paper. See p.32 "Paper Feed Problems".
Paper Type Mismatch	The paper type specified on the machine and the type specified in the printer driver do not match.	For details about changing the paper type setting of the machine, see p.13 "Loading Paper". For details about changing the paper type setting in the printer driver, see the printer driver Help.
Toner Almost Empty	The print cartridge is almost empty.	Prepare a new print cartridge.
Out of Toner	The machine has run out of the toner.	Replace the print cartridge. See p.27 "Replacing the Print Cartridge".
Memory Overflow	The data is too large or complex to print.	Select [600 x 600 dpi] in [Resolution:] to reduce the size of data. For details, see the printer driver Help.
Waste Toner Full	The waste toner bottle is full.	Replace the print cartridge.
Print Cartridge Not Detected	The print cartridge has not been installed.	Reinstall the print cartridge. See p.27 "Replacing the Print Cartridge".

7. Appendix

Notes About the Toner

- Proper operation cannot be guaranteed if any third-party toner is used.
- Depending on printing conditions, there are cases where the printer cannot print the number of sheets indicated in the specifications.
- Replace the print cartridge if the printed image suddenly becomes pale or blurred.

Moving and Transporting the Machine

This section provides cautions that you must follow when moving the machine both short and long distances.

Repack the machine in its original packing materials when moving it over a long distance.

Important

- **Be sure to disconnect all cables from the machine before transporting it.**
- **The machine is a precision piece of machinery. Be sure to handle it carefully when moving it.**
- **Make sure to move the machine horizontally. Take extra caution when carrying the machine up or down stairs.**
- **Do not remove the print cartridge when moving the machine.**
- **Be sure to hold the machine level while carrying it. To prevent toner from spilling, move the machine carefully.**

1. **Be sure to check the following points:**
   - The power switch is turned off.
   - The power cord is unplugged from the wall outlet.
   - All other cables are unplugged from the machine.
2. **Lift the machine using the inset grips on both sides of the machine, and then move it horizontally to the place where you want to use it.**

Note

- To move the machine over a long distance, pack it well. Take care not to tip or tilt the machine during transit.
- Toner might spill inside the machine if the machine is not kept level during transit.
- For more information about moving the machine, contact your sales or service representative.

Disposal

Ask your sales or service representative for information about correct disposal of this machine.

Where to Inquire

Contact your sales or service representative for further information about the topics included in this manual or to inquire about other topics not included in this manual.

Consumables

Print Cartridge

Print cartridge	Average printable number of pages per cartridge *1
Black	2,600 pages

*1 The printable number of pages is based on pages that are compliant with ISO/IEC 19752 with the image density set as the factory default. ISO/IEC 19752 is an international standard for measurement of printable pages, set by the International Organization for Standardization.

Note

- Unless a print cartridges is replaced before toner runs out, printing will become impossible. To facilitate cartridge replacement, we recommend you purchase and store extra print cartridges.
- The actual number of printable pages varies depending on the image volume and density, number of pages printed at a time, paper type and paper size used, and environmental conditions such as temperature and humidity.
- Print cartridges may need to be changed sooner than indicated above due to deterioration over the period of use.
- Print cartridges are not covered by warranty. However, if there is a problem, contact the store where you purchased them.
- The supplied print cartridge can print approximately 1,000 pages.
- This machine periodically performs cleaning. During cleaning, toner will be used to maintain print quality.

Specifications of the Machine

This section lists the machine's specifications.

General Function Specifications

Configuration

Desktop

Print process

Laser electrostatic transfer

Maximum paper size for printing

216 mm × 356 mm (8.5 × 14 inches)

Warm-up time

Less than 25 seconds (23 °C, 71.6 °F)

Paper sizes

A4, $8^1/_2$ " × 11 " (Letter), $8^1/_2$ " × 14 " (Legal), B5 JIS, $5^1/_2$ " × $8^1/_2$ " (Half Letter), $7^1/_4$ " × $10^1/_2$ " (Executive), A5, A6, B6 JIS, 16K (197 × 273 mm), 16K (195 × 270 mm), 16K (184 × 260 mm), Custom Paper Size

Note

- The following paper sizes are supported as custom paper sizes:
  - Width

    Tray1: Approximately 100-216 mm (3.9-8.5 inches)

    Bypass Tray: Approximately 90-216 mm (3.6-8.5 inches)
  - Length

    Approximately 148-356 mm (5.8-14 inches)

Paper type

Plain Paper (65-104 g/m^2 (20-24 lb.)), Recycled Paper (65-104 g/m^2 (20-24 lb.)), Thin Paper (52-64 g/m^2 (14-16 lb.)), Thick Paper (105 g/m^2 (28 lb.))

Paper output capacity

- Tray 1

  150 sheets (70 g/m^2, 19 lb.)
- Bypass Tray

  1 sheet (70 g/m^2, 19 lb.)

Maximum loading height

15.5 mm (0.6 inches)

Paper input capacity

- Output Tray

  50 sheets (70 g/m^2, 19 lb.)
- Rear Cover

  1 sheet (70 g/m^2, 19 lb.)

Memory

16 MB

Power requirements

220-240 V, 5 A, 50/60 Hz

Power consumption

- Maximum power consumption

  900 W
- Energy Saver mode 1

  26.9 W or less
- Energy Saver mode 2

  2.6 W or less

Machine dimensions (Width × Depth × Height)

402 × 360 × 165 mm (15.8 × 14.2 × 6.5 inches)

Weight (machine body with consumables)

Approximately 6.8 kg (15 lb.) or less

Printer Function Specifications

Printing speed

22 pages per minute (A4/Letter)

Resolution

600 × 600 dpi (maximum: 1200 × 600 dpi)

First print speed

6 seconds or less (From the start of paper feed action to the completion of paper delivery)

10 seconds or less (From the completion of data processing to the completion of paper delivery)

Interface

USB 2.0

Printer language

DDST

Trademarks

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  Microsoft® Windows® XP Professional Edition

  Microsoft® Windows® XP Home Edition

  Microsoft® Windows® XP Professional x64 Edition
- The product names of Windows Vista are as follows:

  Microsoft® Windows Vista® Ultimate

  Microsoft® Windows Vista® Business

  Microsoft® Windows Vista® Home Premium

  Microsoft® Windows Vista® Home Basic

  Microsoft® Windows Vista® Enterprise
- The product names of Windows 7 are as follows:

  Microsoft® Windows® 7 Starter

  Microsoft® Windows® 7 Home Premium

  Microsoft® Windows® 7 Professional

  Microsoft® Windows® 7 Ultimate

  Microsoft® Windows® 7 Enterprise
- The product names of Windows Server 2003 are as follows:

  Microsoft® Windows Server® 2003 Standard Edition

  Microsoft® Windows Server® 2003 Enterprise Edition

  Microsoft® Windows Server® 2003 Web Edition

  Microsoft® Windows Server® 2003 Datacenter Edition
- The product names of Windows Server 2003 R2 are as follows:

  Microsoft® Windows Server® 2003 R2 Standard Edition

  Microsoft® Windows Server® 2003 R2 Enterprise Edition

  Microsoft® Windows Server® 2003 R2 Datacenter Edition
- The product names of Windows Server 2008 are as follows:

  Microsoft® Windows Server® 2008 Foundation

Microsoft® Windows Server® 2008 Standard

Microsoft® Windows Server® 2008 Enterprise

Microsoft® Windows Server® 2008 Datacenter

Microsoft® Windows Server® 2008 for Itanium-based Systems

Microsoft® Windows® Web Server 2008

Microsoft® Windows® HPC Server 2008

Microsoft® Windows Server® 2008 Standard without Hyper-V™

Microsoft® Windows Server® 2008 Enterprise without Hyper-V™

Microsoft® Windows Server® 2008 Datacenter without Hyper-V™

- The product names of Windows Server 2008 R2 are as follows:

  Microsoft® Windows Server® 2008 R2 Foundation

  Microsoft® Windows Server® 2008 R2 Standard

  Microsoft® Windows Server® 2008 R2 Enterprise

  Microsoft® Windows Server® 2008 R2 Datacenter

  Microsoft® Windows Server® 2008 R2 for Itanium-based Systems

  Microsoft® Windows® Web Server R2 2008

  Microsoft® Windows® HPC Server R2 2008

Microsoft product screen shots reprinted with permission from Microsoft Corporation.

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